



CYNTHIA D. BANKS  
Director

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## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLOF  
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MICHAEL D. AN

June 20, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO EXTEND CURRENT FOSTER YOUTH  
INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM CONTRACTS  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Director of Community and Senior Services (CSS), or designee, to negotiate and execute contract amendments, in substantially similar form to Attachment A, with the 11 current service providers listed on Attachment B, in an amount not to exceed \$600,000 and on a month-to-month basis not to exceed six (6) months, for the continued provision of job readiness and placement services to emancipating youths, after County Counsel approval as to form, effective upon Board approval through December 31, 2006.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The current 3-year funding cycle for the Independent Living Program (ILP) is due to expire on June 30, 2006. The recommended action will allow current contracts to be extended on a month-to-month basis through December 31, 2006 until new contractors are selected through a competitive bid process. CSS anticipates releasing a Request for Proposal (RFP) by August, 2006, complete solicitation process, and execute new contracts by January 1, 2007.

**Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goal #5: Children and Families Well-Being.

### Performance Measures

Among the performance measures to be tracked are the number of older youth ages 18-21 that obtain unsubsidized employment and employment-related skills gains and the number of younger youth ages 16-17 that attain an academic or vocational skill.

### FISCAL IMPACT/FINANCING

There is no impact on the County general fund. Funding has been included in the department's FY 2006-07 Proposed Budget. The Department of Children and Family Services (DCFS) provides funding to CSS through intrafund transfers.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

CSS conducted an open competitive Request for Proposal (RFP) process in July 2003. The ILP providers listed on Attachment B were selected as a result of the RFP issued.

This is the third year of the three-year cycle. CSS anticipates the release of an RFP by August, 2006 to solicit new contractors to provide youth services for another three-year funding cycle for the period. Due to the department's re-organization, CSS is requesting a six-month extension to complete the RFP process.

The Foster Care Independence Act of 1999 allocates funds to serve foster youth and emancipated foster youth up to the age of 21 to help prepare youth for independent living. A portion of the annual ILP allocation may be used for job readiness and employment services.

The ILP Program provides services to foster youth who have emancipated or are emancipating from the foster care system with the goal towards employment and self-sufficiency. Services include employment readiness and skills related to actual job situation with linkages to local employers.

### CONTRACTING PROCESS

The agencies being recommended for funding were successful in the RFP process conducted by CSS in July 2003. A total of 11 agencies, listed in Attachment B, are being recommended for funding with this action.

The current 3-year funding cycle for the ILP is due to expire on June 30, 2006. A six (6)-month time extension to the current contracts is needed for the development and release of the pending ILP RFP. The requested extension will allow CSS to procure ILP service providers through a solicitation process, which includes the rating of proposals



and conducting the appeals process. CSS anticipates the release of the RFP by August, 2006.

DCFS and CSS entered into a Memorandum of Understanding (MOU) for the transfer of funds and the provision of the services effective July 1, 2005 through June 30, 2006. The MOU allows for successive one-year renewals subject to Board approval of funding and the availability of ILP funding.

### Monitoring

Beginning in FY 2003-04, CSS contracted with the Auditor-Controller's (A-C) office to conduct fiscal and contract compliance monitoring of all of its contractors within the Workforce Development Branch. CSS is responsible for ensuring, through its resolution process that the reported monitoring findings are resolved, training is provided to our contractors, if necessary, and program policies are developed.

Attachment C provides information about each contractor's status with regard to minority and women-owned business enterprises

### IMPACT ON CURRENT SERVICES

Continuation of the ILP Program for an additional six (6) months on a month-to-month basis will allow the ILP Skills Enhancement agencies to provide job readiness and employment services to emancipated and emancipating foster youth through December 31, 2006, without interruption of services.

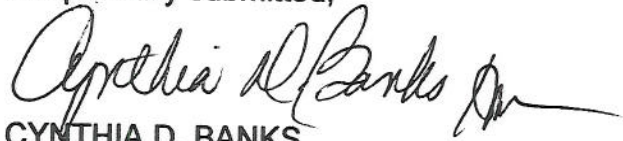
### CONCLUSION

Upon approval of this request, please instruct the Executive Officer/Clerk of the Board of Supervisors to send an adopted copy of this Board Letter to:

Department of Children and Family Services  
Attention: Walter Chan, Contract Manager  
425 Shatto Place  
Los Angeles, CA 90020

Department of Children and Family Services  
Attention: Rhelda Shabazz, Division Chief  
Emancipation Services  
3530 Wilshire Blvd., 4<sup>th</sup> Floor  
Los Angeles, CA 90010

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cynthia D. Banks', followed by a horizontal flourish.

CYNTHIA D. BANKS  
Director

Attachments (3)

c: David E. Janssen, Chief Administrative Officer  
Raymond G. Fortner, Jr., County Counsel  
Sachi Hamai, Executive Officer  
J. Tyler McCauley, Auditor-Controller



Contract No. ILP \_\_\_\_\_  
 Amendment No. \_\_\_\_\_

**COMMUNITY AND SENIOR SERVICES  
 OF THE COUNTY OF LOS ANGELES**

**INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM  
 CONTRACT AMENDMENT NO. \_\_\_\_\_ TO CONTRACT NO. \_\_\_\_\_**

**FISCAL YEAR 2006-2007**

REFERENCE IS MADE TO THE DOCUMENT ENTITLED "COUNTY OF LOS ANGELES INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM CONTRACT" ENTERED INTO BETWEEN THE COUNTY OF LOS ANGELES, THROUGH ITS DEPARTMENT OF COMMUNITY AND SENIOR SERVICES ("CSS") AND \_\_\_\_\_ ("CONTRACTOR"), ADOPTED BY THE BOARD OF SUPERVISORS ON \_\_\_\_\_, AND FURTHER IDENTIFIED AS AGREEMENT NO. \_\_\_\_\_, HEREINAFTER REFERRED TO AS "CONTRACT".

This AMENDMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, by and between the County of Los Angeles ("COUNTY") and \_\_\_\_\_, "CONTRACTOR".

**RECITALS**

**WHEREAS**, the County has received grant funds from the California Department of Social Services (CDSS) pursuant to Public Law 99-272, which added Section 477 to Title IV-E of the Social Security Act, to administer the Foster Youth Independent Living Program ("Program"), the purpose of which is to provide life skills, workforce readiness, job training, job search and job placement services to emancipating and emancipated youth of Los Angeles County; and

**WHEREAS**, the parties hereto have previously entered into an Independent Living Skills Enhancement contract, identified as Contract No. \_\_\_\_\_ ("Contract"), for the period July 1, 2005 through June 30, 2006 for an amount not to exceed \$ \_\_\_\_\_; and

**WHEREAS**, on [INSERT DATE], the Los Angeles County Board of Supervisors delegated authority to amend this Agreement to further extend its term on a monthly basis not to exceed six (6) months in addition to increasing the maximum contract sum for the continued provision of job readiness and placement services to emancipating youths; and



**WHEREAS**, COUNTY has determined that CONTRACTOR's performance has been satisfactory, that the need for services continues to exist, and that additional funding to increase such services is currently available; and

**WHEREAS**, the parties desire to amend the Contract in accordance with the terms and conditions as set forth below,

**NOW THEREFORE**, the parties hereto agree as follows:

I. **SECTION 1. APPLICABLE DOCUMENTS** is deleted and replaced with the following:

(a) This contract consists of this four-page document and the following exhibits, inclusive:

- (1) Standard Terms and Conditions (Exhibit A-1)
- (2) Mandated Program Requirements (Exhibit B)
- (3) Statement of Work (Exhibit C)
- (4) Statement of Work (Exhibit C-1)
- (5) Budget Forms and Matrices (Exhibit D)
- (6) Budget Forms and Matrices (Exhibit D-1)

(b) In the event of any conflict on the definition or interpretation of any word, responsibility, or contents of a deliverable product or service between this four-page document, any amendment thereto, and the attached exhibits, said conflict or inconsistency shall be resolved first in favor of Exhibit B (Mandated Program Requirements) and then in favor of Exhibit A-1 (Standard Terms and Conditions) to this Contract.

II. **SECTION 2. CONTRACTOR OBLIGATIONS**, Subsections (b) and (d) are deleted and replaced with the following:

(b) In addition to the other obligations set forth in this Contract, and subject to COUNTY oversight, CONTRACTOR shall perform those activities identified in the Statements of Work (Exhibits C and C-1) in accordance with applicable Mandated Program Requirements (Exhibit B)

(d) Contractor shall provide the mandated programs of insurance at the limits in Section 903 (Insurance Coverage Requirements) of the Standard Terms and Conditions (Exhibit A-1) to this contract.

III. **SECTION 3. COUNTY FISCAL OBLIGATION**, is deleted and replaced with the following:

The County agrees to reimburse the CONTRACTOR for satisfactory provision of services identified in the Statement of Work (Exhibits C and C-1) in accordance with relevant invoicing policies and procedures set forth in this Contract, provided, however, that the total amount obligated and paid to CONTRACTOR does not exceed the total value of the Contract, detailed in this Section, below.

The maximum contract sum for the period from the date of execution of this Amendment, continuing on a month-to-month basis for a time period not to exceed six months is [insert written dollar amount] (\$XXX,XXX), with the monthly maximum amount not to exceed [insert total written dollar amount] (\$XXX,XXX).

IV. **SECTION 5. TERM**, is deleted and replaced with the following:

The term of this Contract shall be extended beginning July 1, 2006 for a period of thirty days, automatically extending for additional thirty day increments on a month-to-month basis, for a total time period not to exceed six (6) months, unless terminated earlier as provided under Section 1102 in the Agreement.

- V. The attached Exhibit C-1, Statement of Work, will be an addendum to the original Exhibit C of the Contract.
- VI. The attached Exhibit D-1, Budget Forms and Matrices, will be an addendum to the original Exhibit D of the Contract.

This Contract is comprised of this Amendment, the attached exhibits, the original Contract, which is the subject of this amendment and the exhibits, attached thereto. **Except where modified by this Amendment, the terms and conditions of the original Contract shall remain in full force and effect.**

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**IN WITNESS WHEREOF**, COUNTY has caused this Contract to be subscribed on its behalf by the Director of Community and Senior Services or her designee, and CONTRACTOR subscribed the same through its authorized officer on the day, month, and year first above written. The person signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR.

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_  
**CYNTHIA D. BANKS, Director**  
**Community and Senior Services**

**APPROVED AS TO FORM:**  
**COUNTY COUNSEL**

By: \_\_\_\_\_  
Deputy

**CONTRACTOR**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



INDEPENDENT LIVING PROGRAM FUNDING 6 MONTHS DISTRIBUTION		Total Available					\$600,000
INDEPENDENT LIVING PROGRAM CONTRACTORS		I	II	III	IV	V	FY 2006-07 TOTALS
Community Build			\$73,570				\$73,570
David and Margaret Home						\$60,392	\$60,392
Door of Hope Community Center	\$47,836						\$47,836
GLASS			\$22,577		\$33,867		\$56,444
HELP Group				\$39,762			\$39,762
Jewish Vocational Services				\$39,762			\$39,762
Jovenes, Inc.	\$31,200		\$20,800				\$52,000
Penny Lane						\$48,172	\$48,172
Pomona Valley YES	\$47,553					\$15,851	\$63,404
Special Services for Groups			\$73,570				\$73,570
Star View			\$11,272		\$33,816		\$45,088
CONTRACTORS TOTAL	\$126,589	\$201,789	\$79,524	\$67,683	\$124,415		\$600,000

**INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM**

Minorities/Women Participation  
(Percent Minority / Percent Women)

<b>Agency</b>	<b>Type of Agency</b>	<b>Ownership/ Partnership</b>	<b>Board Members</b>	<b>Managers</b>	<b>Staff</b>
Community Build	Non-profit	NA	NA	NA	NA
David & Margaret	Non-profit	NA	NA	NA	NA
Door of Hope	Non-profit	NA	NA	0% / 100%	100% / 100%
GLASS	Non-profit	NA	NA	NA	NA
HELP Group	Non-profit	NA	NA	NA	NA
Jovenes Inc.	Non-profit	83% / 33%	NA	75% / 50%	77% / 46%
JVS	Non-profit	NA	NA	10% / 90%	15% / 85%
Penny Lane	Non-profit	NA	NA	NA	NA
Pomona Valley	Non-profit	NA	NA	NA	NA
SSG	Non-profit	NA	NA	NA	NA
Starview	Non-profit	NA	NA	NA	NA

Information based on "Los Angeles County CBE Firm/Organization Information" form. (Note: The disclosure of minority or female composition of employees in an agency is voluntary for non-profit organizations.)